



F. No. BSNLCO-A/11(11)/17/2020-ESTAB

Dated: 13.08.2020

Sub: Finalization of Format of SANCTION MEMO for final payment of Ex-Gratia and Encashment of EL / HPL in respect of retirees of BSNL VRS-2019.

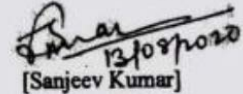
Ref: ERP HCM Core Team Email dated 07.08.2020

The undersigned is directed to forward herewith the approved formats of SANCTION MEMO(s) for payment of –

- (i) Final installment of Ex-gratia; &
- (ii) Encashment of EL / HPL

2. As can be seen in the approved Format of Sanction Memo, it has been decided that the Sanction Memo(s) for payment of Ex-gratia and encashment of EL / HPL will be signed by the DGM / AGM (HR / Admn.) of the concerned unit in Circles / SSAs. Similarly, in Corporate Office, the two Sanction Memo(s) will be signed by DGM / AGM of the concerned cadre controlling authorities.

3. This is issued with the approval DIR(HR), BSNL Board.

  
13/08/2020

[Sanjeev Kumar]  
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